

## **Specialty Crop Guidelines, Procedures, and Post Award Management Document**

### **SCBGP Guidelines**

- Projects must be completed within three years (check your sub award documentation) can be completed early).
- Projects cannot benefit/provide profit to one single organization, institution, or individual. Project Partners are encouraged.
- Program Income Must be reinvested into the program to promote and enhance Specialty Crops. It also must be reported at each report period as to how it was specifically reinvested into the program.

### **Unallowable Costs**

- Lobbying
- Political activities
- Capital expenditures
- General Purpose Equipment
- Equipment (\$5,000)
- Advertising that does not specifically Promote Specialty crops i.e. beef, dairy, and eggs. (Please have these approved by NDOA prior to purchasing)
- Advertising that promotes one entity, organization, or business. Note: use of USDA/NDOA disclosure

### **Allowable Costs**

- Special Use equipment used only for research, scientific, or other technical activities (Must solely enhance Specialty Crops and Benefit the Spec. Crop Industry).
- Rental costs for buildings and equipment.
- Approved supplies, other, contractual, personnel costs and travel.
- AMS- SCBGP Appendix B - Unallowable and Allowable Costs 2011.pdf

### **Post-Award Management**

- By signing the sub-agreement you agree to the terms in the Uniform Federal Assistance Regulations, complete activities outlined in your approved proposal, all state and federal laws, approved budget, NV Ag policy/procedures, and Award Terms and conditions of parent award.

### **Sub Award Document /Contract**

- Disclose Conflicts
- Use award funds for purposes only as specified in agreement.
- You must comply with all labor laws, Civil Rights Act of 1964, and the American Disabilities Act.

## **Changes in Project**

Written Requests are required for Changes in

- Project scope or objectives
  - Key personnel/project lead changes
  - Budget Changes
  - ✓Requests must be in Writing prior to the change.
  - ✓They will be accepted via e-mail or hardcopy and should include a description, justification, and the project lead signature (who signed the agreement).
- Extensions to the award dates will not be approved.

## **Project Monitoring and Site-Inspections**

Site Inspections will be performed at least annually to ensure the following:

You will be contacted by staff to set up a date and time.

- Adequate progress is being made toward achieving the grant project's goals, objectives, and targets. (Reference your work plan)
- Ensure activities are in compliance with your signed contract, all federal and state laws or statutes, AMS regulations and policy, NDOA Department policy.
- Refer to the clauses in your sub-award be aware of federal guidelines via web-sites or ask staff.
- Keep your records for access by staff and keep your records for three years after the date of 60 days in submission of your final report. (Report due 3/30/2010 keep records until 5/30/2013)
- Use of federal funds ethically and responsibly.

## **Performance Reports are required**

- All projects must complete two annual performance reports and one final report.
- If your project was approved to end early you may submit a final report in lieu of the 2<sup>nd</sup> annual report.
- If you need your specific dates please contact us. Generally a 1<sup>st</sup> annual report is due one year into the project and a 2<sup>nd</sup> annual report at the end of the 2<sup>nd</sup> year. Final Reports are due 60 days after the expiration of your project.
- You will receive notification from NDOA Program staff reminding you a report is due. The notice will be 30 days prior to being due.
- Reports are required to be submitted and timely per your contract.
- Use the checklist and report examples provided in the reminder. These are also available on-line.
- Reports will be accepted via e-mail or hard copy.
- The reporting function mainly serves as a report of activities during that period.

- Reports that are approved become public record.
- Your audience is the United States Government and officials of it including Congress.
- Use a concise business writing format.

### **Report Checklist and Format**

- Examples and checklists are available on the SCBGP sub-recipient web-page

### **Report Format Continued**

#### **●Cover Page**

- ✓Name of Project
- ✓Name of Project Lead/Contact
- ✓Agreement Number
- ✓Indicate Final or Annual report
- ✓Date Report was submitted
- ✓Project Title

### **Request for Reimbursements**

- Expenses must be submitted at least quarterly per the federal parent award requirements.

#### **Schedule**

<b>Period</b>	<b>Expenses Made</b>	<b>Deadline to Submit request</b>
Quarter 1: July-Sept.		October 31st
Quarter 2: Oct-Dec		January 31st
Quarter 3: Jan-March		April 30th
Quarter 4: April-June		July 31st

- Advances are limited based on your agreement to a percentage of your total award.
- Expenditures for advances must be made within 30 days and back-up must be sent to NDOA at the end of the 30 days.

### **Request for Reimbursements**

- Include All back-up (receipts, pay stubs, contracts, invoices, cancelled checks, proof of payment, copies of advertisements, Travel Claim and any other documentation which demonstrates purchase).
- Avoid paying for labor/contractual services in cash. A contract should always be in place for these services and an invoice should be done by the contractor. It is reportable income.
- Documentation should be typed and professional (handwritten receipts or other documents will not be accepted).

- For reimbursements that have substantial back-up or include in-kind match provide an itemization. (See SCBGP-Sub Recipient page Example of Itemization.xls)

### **Request For reimbursement-Travel**

- Must use GSA travel rates [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)
- Must use State Travel Claim Form (See SCBGP Sub-Recipient page for form TRAVEL CLAIM.xls)
- Must be approved in Budget
- Must use state mileage rate

### **Request for Reimbursements Cont.**

- See SCBGP Sub-Recipient Page\New NDOA Request for Reimbursement ADOPTED FINAL.xls
- Fill out form, sign, date, and circle advance or reimbursement.
- Send to NDOA as a hard copy or scan originals and e-mail them to [kjameson@agri.nv.gov](mailto:kjameson@agri.nv.gov)
- You can find forms on-line at:  
[http://www.agri.state.nv.us/PLANT\\_SCBGP.htm](http://www.agri.state.nv.us/PLANT_SCBGP.htm)

*\*Please note that in accordance to the Grant Instructions and Requirements Policy document (GIRS) and your signed sub award agreement failure to comply with any of the above items may result in being placed on probationary status; which could lead to the termination of the agreement and project.*

### **Web-sites**

- [http://www.agri.state.nv.us/PLANT\\_SCBGP.htm](http://www.agri.state.nv.us/PLANT_SCBGP.htm)
- <http://www.ams.usda.gov/AMSV1.0/scbgp>
- ✓Forms
- ✓Templates
- ✓Deadlines
- ✓Examples of Projects
- ✓Eligible specialty crops

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